



**TOWN OF ARLINGTON  
DEPARTMENT OF PUBLIC WORKS**  
51 GROVE ST, ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE (781) 316-3108 FAX (781) 316-3109  
RACHEL OLIVERI, SCHOOL SUSTAINABILITY COORDINATOR  
[ROLIVERI@ARLINGTON.K12.MA.US](mailto:ROLIVERI@ARLINGTON.K12.MA.US)

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Memo To: School Administrators  
From: Rachel Oliveri, School Sustainability Coordinator and  
Steve Angelo, Director of Transportation

**Ink and Toner Cartridge Recycling**

**What to Recycle:** Ink and toner cartridges from small desktop and larger print and copy machines are all meant to be recycled. The ink and toner residue leftover when a cartridge is "spent" is considered bad for the environment and is not permitted in the incinerator where Arlington's trash gets burned.

**Where to Recycle:** *Cartridges cannot be included with the other single stream recycling.* They must be separated and recycled independently of the usual curbside recycling program.

**How to Recycle:** Pack all sizes/brands of cartridges in a box with a lid and when you have a few too many boxes taking up valuable room in your workspace, you can call Steve Angelo, the Director of Transportation. Steve will put your school on a pickup list and swing by to take your box of spent cartridges.

**What if you already recycle them with the LABBB Collaborative or another collection program?** You are encouraged to continue working with any program you prefer. For those schools that do not currently have an option, we hope you find this partnership between Transportation, the Schools and DPW to be helpful.

**Credit from Staples:** Your PTO might benefit from bringing these to Staples for credit. Up to 10 cartridges can be dropped off for \$20 credit, maximum, per month. If your PTO participates in this program, you can encourage them to drop off your whole stockpile, as Staples is exactly where the DPW recycling coordinator will be taking all the collected cartridges.

**Reach Steve Angelo at ext. 3503**

**Other questions about recycling** can be directed to Rachel at [roliveri@arlington.k12.ma.us](mailto:roliveri@arlington.k12.ma.us)

